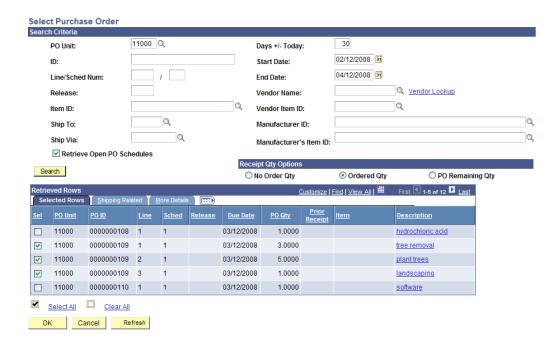
Checklist for Receiving with a Purchase Order

Receiving can be performed against a PO once it has been dispatched.

Navigation: Purchasing > Receipts > Add/Update Receipts

- 1. 'Add a New Value' Enter/Verify Business Unit (BU).
- Verify that the Receipt Number = Next and the PO Receipt is checked.
- 3. Click 'Add'.
- 4. The Select Purchase Order page allows you to define selection criteria for locating ordered items to be received. Enter the PO number in the Order box. If you do not have the PO number, you can leave all boxes blank and the system will look for all open PO schedules.
- 5. Click Search.
- 6. Select all PO schedules to be received by checking the appropriate boxes. Receiving with a PO is done by schedule. If a single line has multiple schedules, each schedule will appear on the Select Purchase Order page.



7. Click OK.

- **8.** Receiving Page The full quantity of each PO schedule should default into the Receipt Qty field. **Accept the full quantity or enter a different value for partial receipt.**
- 9. Click Save.
- 10. Record the Receipt Number. If a PO voucher is issued, the finance department may want this receipt number.